

Dollar Thresholds -- What To Do – Attachment A

CMAS and Master Agreements			
	IT Goods and Services*	Non-IT Services*	Non-IT Goods
Over \$ 500,000 Master Agreements ONLY	1. All qualified suppliers must be contacted. 2. Obtain approval of DGS to exceed the \$ 500,000 ordering limit; request must include how effective competition to the fullest extent possible will be assured. Additional measures may be required by DGS. 3. All orders must be reported to DGS within 5 working days using the Notice of Contract Award form.		
\$ 500,000	IT purchases acceptable up to \$500,000. No exemptions from CMAS limit.		
\$ 250,000		Non-IT Services acceptable up to \$250,000. No exemptions.	
\$ 100,000			Non-IT Goods acceptable up to \$100,000. No exemptions from CMAS limit.
Over \$250,000	1. Solicit a minimum of 3 offers including one small business and/or DVBE (if available). If less than 3 offers are received, documentation of solicitation methods must be included with contract reporting to DGS. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see Attachment B. 2. All orders must be reported to DGS within 5 working days using the Notice of Contract Award form. <i>The NCA form no longer requires signature as signatures are required on the actual ordering document (PO/contract).</i> 3. Variance of model contract terms allowed only with DGS approval.		
	Approval by <i>Agency Secretary and</i> Department Director or immediate next ranking official. <i>Approval must be contained on the purchase order or contracting vehicle; the location on the ordering document for the signatures is up to each individual ordering entity</i>	1. Not applicable for CMAS or masters.	1. Not applicable for CMAS. 2. Approvals do not apply to competitively bid master commodities contracts.
Under \$ 250,000	1. Solicit a minimum of 3 offers including one small business and/or DVBE (if available). If less than 3 offers are received, documentation of solicitation methods must be included in file. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see Attachment B. 2. Variance of model contract terms allowed only with DGS approval.	1. Solicit a minimum of 3 offers including one small business and/or DVBE (if available). If less than 3 offers are received, documentation of solicitation methods must be included in file. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see Attachment B. 2. Variance of model contract terms allowed only with DGS approval.	1. Solicit a minimum of 3 offers including one small business and/or DVBE (if available). If less than 3 offers are received, documentation of solicitation methods must be included in file. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see Attachment B. 2. Variance of model contract terms allowed only with DGS approval.
Over \$ 50,000		1. CMAS Orders, DGS/PD review and approval required. 2. Master Agreements, DGS/OLS review and approval for contract orders.	
Under \$5,000	Only one offer is required IF you can establish (and document) pricing is fair and reasonable.	Only one offer is required IF you can establish (and document) pricing is fair and reasonable.	Only one offer is required IF you can establish (and document) pricing is fair and reasonable.

***Evaluation/award may be awarded on the basis of best value, as applicable, and not restricted to lowest cost.**

Dollar Thresholds -- What To Do – Attachment B

Non-Competitively Bid (NCB) Contracts *

	IT Goods and Services	Non-IT Services	Non-IT Goods
Over \$250,000.00	1) Emergency 2) Only source (PCC 12102)	Must comply with PCC 10340.	1) Emergency 2) Only source (PCC 10301,10302)
	Requires approval by Agency Secretary or immediate next ranking official and Department Director or immediate next ranking official; OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials. If contract exceeds delegated purchasing authority, contract must be approved/issued by DGS. All Non-Competitively Bid Contract requests should be submitted to DGS-PD. If services, attach a Std. 821. DGS-PD will transmit those over \$250,000 to DOF for review and approval.	Requires approval by Agency Secretary or immediate next ranking official and Department Director or immediate next ranking official; OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials. All Non-Competitively Bid Contract requests should be submitted to DGS-PD. Attach a Std. 821. DGS-PD will transmit those over \$250,000 to DOF for review and approval.	Requires approval by Agency Secretary or immediate next ranking official and Department Director or immediate next ranking official; OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials. All Non-Competitively Bid Contract requests should be submitted to DGS-PD. DGS-PD will transmit those over \$250,000 to DOF for review and approval.
\$25,000.01 to \$250,000.00	1) Emergency 2) Only source (PCC 12102)	Must comply with PCC 10340.	1) Emergency 2) Only source (PCC 10301,10302)
	Requires approval by Agency Secretary and Department Director or immediate next ranking official. Approval by DGS required. If contract exceeds delegated purchasing authority, contract must be approved/issued by DGS.	Requires approval by Agency Secretary and Department Director or immediate next ranking official. Approval by DGS required.	Requires approval by Agency Secretary and Department Director or immediate next ranking official. Approval by DGS required. If contract exceeds delegated purchasing authority, contract must be approved/issued by DGS.
\$5,000.01** to \$25,000.00	Requires approval by Agency Secretary and Department Director or immediate next ranking official. NCB required with delegated purchasing authority, but only needs to be maintained in department files.	Requires approval by Agency Secretary and Department Director or immediate next ranking official. Approval by DGS required.	Requires approval by Agency Secretary and Department Director or immediate next ranking official. NCB required with delegated purchasing authority, but only needs to be maintained in department files.
\$5,000.00** and under	No NCB required with delegated purchasing authority.	DGS approval not required.	No NCB required with delegated purchasing authority. All departments have purchasing authority up to \$100.00.

***Non-Competitively Bid Contracts (NCB's) over \$500,000 may reference CMAS/Master terms and conditions but can only be awarded by DGS.**

Note: Transactions with start dates prior to obtaining Dept of Finance approval must be approved by DGS-PD. Submit the contract documents with the Notice of Contract Award report; after approval, DGS-PD will distribute.

**** Approval by DGS required for departments without delegated purchasing authority.**

Note: Notice of Contract Award reports must be submitted for all DGS-approved NCBs for IT goods and services and non-IT goods. NCBs for non-IT services do not require submission of an NCA.